



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Case Analyst

Data Privacy & Identity Theft - Consumer Protection Division

The case analyst's purpose is to conduct investigations of complaints concerning individuals impacted by identity theft in Indiana. This position reports directly to the Section Chief of Data Privacy & Identity Theft.

Principle Job Duties:

- Conducts the investigation of the complaint by obtaining evidence and other pertinent information to provide a complete analysis of the facts. This information may include responses from parties involved, documentation regarding the transaction at issue, certified documents for both civil and criminal actions, timely follow-up of all requests made for the investigation.
- Independently manage case load, adhering to timelines and office procedures.
- Documentation of all investigative activity in accordance with current office procedures.
- Perform legal research as required.
- Effective communication with all parties according to office policy.
- Perform other duties and complete special projects as assigned by the analyst's supervising attorney and the Section Chief.

Qualifications:

- Bachelor's degree, paralegal certification, or equivalent work experience preferred.
- Strong research and writing skills, with emphasis on clear, persuasive analyses of the facts.
- Excellent communication skills, including the ability to relate effectively to both legal and non-legal individuals orally and in writing.
- Organizational skills, sufficient to work with large caseloads including monitoring of due dates.
- Ability to multi-task to address shifting priorities.
- Ability to work collaboratively with section members, other Office of Attorney General staff as well as staff from other state Attorneys General.
- Proficient in computer skills, including Microsoft Word, Excel, and various case management tools.